

Vacancy Details

Personnel Notice:	94-15
Date Announced:	08/31/2015
Closing Date:	9/9/2015
Command:	NAVSEA
Grade:	GS-12/13/14
Type:	Assistant Counsel

**** If you applied for this position under PN-69-15, you need not resubmit your application package, but you must reiterate your interest in being considered to the point of contact below. ****

There is an anticipated vacancy for an attorney to serve as Assistant Counsel, Norfolk Naval Shipyard (NNSY), Portsmouth, Virginia. This is a new position.

The NNSY is the oldest United States Navy Shipyard and largest public shipyard on the East Coast. It is one of the largest shipyards in the world, specializing in repairing, overhauling and modernizing U.S. Navy ships and submarines. NNSY employs approximately 10,000 civilians and 500 military personnel.

The Norfolk Naval Shipyard Office of Counsel is a field office within the Office of Counsel for the Naval Sea Systems Command (NAVSEA). NAVSEA is responsible for the development, acquisition and maintenance of ships, shipboard systems and ordnance for the Department of the Navy (DON), with an annual budget of approximately \$30 billion and a workforce of roughly 53,000 civilian and military. The NAVSEA Office of Counsel employs over 100 lawyers at its Headquarters in Washington, D.C., and in 21 field offices throughout the United States. The NNSY Office of Counsel is currently comprised of five attorneys and one paralegal, and has a varied workload covering most of the DON Office of the General Counsel's (OGC's) practice areas with emphasis on federal acquisition law, civilian personnel and labor law, fiscal law, standards of conduct and ethics and Freedom of Information Act and Privacy Act matters.

The successful candidate will be expected to practice primarily in federal acquisition law, but will also be called upon to provide legal service in civilian personnel law and labor law, fiscal law, ethics and standards of conduct. The Assistant Counsel position may be filled at the GS-12, GS-13 or GS-14 level. If filled at the GS-12 or GS-13 level, the position will have promotion potential to the GS-14 level.

To be eligible for selection at the GS-12 level, the applicant must have two years of successful legal experience in federal acquisition law and any of the OGC practice areas listed above, or a relevant LL.M. plus one year of successful legal experience in any of the above listed practice areas. To be eligible for selection at the GS-13 level, the applicant must have in excess of two years of legal experience in federal acquisition law and any of the OGC practice areas listed above. To be selected at the GS-14 level, the successful candidate must have a minimum of three-and-one-half years of legal experience in federal acquisition law and any of the OGC practice areas listed above. The grade level offered will be based upon the successful applicant's qualifications and funding availability.

Applicants will be evaluated based on: 1) the depth, breadth and quality of expertise in the area of federal acquisition law; 2) the depth, breadth and quality of expertise in any of the other OGC practice areas identified above, with additional emphasis being given to civilian personnel law and labor law; 3) the ability to work both independently and as part of a team; 4) the ability to work well with clients and colleagues and develop strong attorney-client relations; and 5) written and oral communication skills. Regardless of the pay grade, a demonstrated ability to learn quickly and to handle matters of first impression, is also highly desirable. Knowledge of the DON, NAVSEA, and OGC is desirable, but not mandatory.

The successful applicant must be a U.S. citizen, have graduated from a law school accredited by the American Bar Association, be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. Territory, or the District of Columbia, be admitted to practice before a state or federal court, and be able to obtain and maintain a secret security clearance.

Interested attorneys may contact Ms. Kate DeMane at (757) 396-8625 or e-mail at mary.k.demane@navy.mil for more information.

Applicants should submit a cover letter; resume; and two writing samples that demonstrate analytical and/or advocacy abilities (less than 10 pages each, portions of longer work products are acceptable if such clearly demonstrate applicant authorship); the two most recent performance appraisals, if available; and the names and telephone numbers of at least three references who may be contacted. Attorneys who graduated after 2010 must provide a copy of their law school transcript and class rank as well. The application should indicate the lowest grade

level that the applicant will consider. Electronic submissions are preferred and should be submitted to mary.k.demane@navy.mil. Applications may also be submitted by fax at: 757-396-9352.

If necessary, applications may be mailed via U.S. Postal Service or Federal Express to:

Kate DeMane
Office of Counsel, Code 107
Bldg. 1500, 6th Floor, Rm 647
Norfolk Naval Shipyard
Portsmouth, Virginia 23709

This vacancy announcement will close at 11:59 PM EST on September 9, 2015 and applications must be received by that time to be considered.

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of www.ogc.navy.mil).

Applicants eligible for veterans' preference must specifically claim such eligibility in their cover letter, identify the basis for the claim, and include supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty or other supporting documentation) with their submission. Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit www.opm.gov/veterans and review the "Vets Info Guide" and the "Vets Guide." There is no formal rating system for applying veterans' preference for attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor in the attorney hiring process. Applicants who do not claim and do not provide adequate supporting documentation for veterans' preference will not receive the positive factor consideration.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Policy Statement:

https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement

Legal and Regulatory Guidance: https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance

Relocation expenses are not available.

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

The Department of the Navy is an Equal Opportunity/ Reasonable Accommodation Employer. All hiring and advancement in the Office of the General Counsel is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.

The Department of the Navy provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should inform the individual identified in the personnel notice. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

VETERANS PREFERENCE IN HIRING

Department of the Navy attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy considers veterans' preference eligibility as a positive factor in attorney hiring. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., DD 214. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.